

A regular meeting of the Board of Trustees of the Maywood Public Library was held on January 11, 2023, in the Trinkka room of the Library.

In accordance with the requirements of the Sunshine Law of the State of New Jersey, the area newspapers have been properly notified of this meeting.

President Stathis called the meeting to order at 6:32 PM.

The following were present:

Trustees: M. Stathis, B. Dugan, E. Engel, A. Sabatini, E. Pope, N. Jengo, R. Stuetz

Library Director: C. Hull

Superintendent Appointee: Genevieve Stelter

Friend of the Library: Joanne Lyons

The following were absent:

Council Liaison: J. DeMuro

Mayor: R. Bolan

Reorganization

a) Election of officers:

Stathis was nominated for President by Pope, seconded by Engel. Motion carried unanimously.

Engel was nominated for Vice President by Pope, seconded by Stathis. Motion carried unanimously.

Pope was nominated for Treasurer by Stathis, seconded by Engel. Motion carried unanimously.

Dugan was nominated for Secretary by Stathis, seconded by Engel. Motion carried unanimously.

b) Review and Approval of 2023 Resolutions

Engel made a motion to move all 2023 Resolutions as a block, seconded by Pope. Motion carried unanimously. The resolutions in the block are:

- 2023-01 Establish the Annual Schedule of Meetings
- 2023-02 Authorize Hours of Operation
- 2023-03 Designate Days Library Will Be Closed.
- 2023-04 Designate Official Newspapers
- 2023-05 Designate Official Depositories
- 2023-06 Authorize Signatures on Checks
- 2023-07 Library Purchasing Agent
- 2023-08 Retain Professional Services without Competitive Bidding
- 2023-09 Appointing Attorney

- 2023-10 Appointing Auditor
- 2023-11 Establish Petty Cash Accounts
- 2023-12 Maintain Membership in BCCLS
- 2023-13 Authorization to Sign Payroll
- 2023-14 Authorization of Payment of Reasonable and Customary Bills in the Event of a Recess or Absence of Quorum

Engel made a motion to accept the 2023 Resolutions, seconded by Pope.

	Stathis	Engel	Pope	Dugan	Jengo	Sabatini	Stuetz	DeMuro	Stelter
Vote	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes

Minutes

Motion to accept the minutes of the December 14, 2022, moved by Stathis, seconded by Sabatini.

	Stathis	Engel	Pope	Dugan	Jengo	Sabatini	Stuetz	DeMuro	Stelter
Vote	Yes	Yes	Yes	Yes	abstain	Yes	abstain		Yes

Motion to accept the minutes of the January 4, 2023, special meeting, moved by Stathis, seconded by Pope.

	Stathis	Engel	Pope	Dugan	Jengo	Sabatini	Stuetz	DeMuro	Stelter
Vote	Yes	Yes	Yes	Yes	abstain	Yes	abstain		Yes

Public Portion – none

Correspondence - none

Director’s Report

- 1) Circulation is almost at prepandemic levels.
- 2) DVDs and music circulation is steady. Director Hull said that many libraries will probably stop purchasing these materials and asked if we should continue to buy them to be ‘the library that offers them’. Sabatini suggested purchasing some classical covers of pop songs.

Finance Report

a) December 2022 Bill List

Hackbarth: 14 items amounting to \$3720.71

Moved to accept by Pope, seconded by Jengo.

	Stathis	Engel	Pope	Dugan	Jengo	Sabatini	Stuetz	DeMuro	Stelter
Vote	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes

Prestige: 19 items amounting to \$24, 926.71

Moved to accept by Pope, seconded by Jengo.

	Stathis	Engel	Pope	Dugan	Jengo	Sabatini	Stuetz	DeMuro	Stelter
Vote	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes

Committee Reports

Committee Assignments:

Strategic Planning: Jengo, Stuetz, Stathis

Building/Construction: Stathis, Engel, Pope

Budget: Pope, Stathis

Policy: Dugan, Sabatini (most policies were reviewed and updated in 2022; now need to review and update the by-laws)

Advocacy/Public Relations: Dugan, Sabatini, Stuetz

Technology: Dugan, Sabatini, Jengo

Construction Project Update:

There will be a meeting with the architect and builder on 1/12/2023. After that, we will have a better timeline about construction.

The library will rent a 40-foot container in which to store shelves and furniture during the construction. There was discussion of places in town - other than the newly paved library parking lot - to store the container, including the Stepan, Myron, or pool parking lots. Borough Administrator Febre will be contacted for input.

Stathis made a motion to hire Mobile Modular for the storage needs of the library, seconded by Pope.

	Stathis	Engel	Pope	Dugan	Jengo	Sabatini	Stuetz	DeMuro	Stelter
Vote	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes

Old Business - none

New Business

a) Reserve of 2022 Funds for the Capital Projects

Stathis made a motion to reserve \$60,000 from the 2022 budget for the completion of Capital Projects, seconded by Sabatini.

	Stathis	Engel	Pope	Dugan	Jengo	Sabatini	Stuetz	DeMuro	Stelter
Vote	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes

Sabatini made a motion to accept the Capital Projects Schedule 1, seconded by Stuetz.

	Stathis	Engel	Pope	Dugan	Jengo	Sabatini	Stuetz	DeMuro	Stelter
Vote	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes

b) Strategic plan/goals for 2023

Stathis made a motion to accept the strategic plan/goals for 2023, seconded by Jengo.

	Stathis	Engel	Pope	Dugan	Jengo	Sabatini	Stuetz	DeMuro	Stelter
Vote	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes

c) LCBA payment Requisition No.1 submission

Stathis made a motion to authorize submission of the New Jersey Library Construction Bond Act Payment Requisition No. 1 for 25% of the Grant Amount, seconded by Sabatini.

	Stathis	Engel	Pope	Dugan	Jengo	Sabatini	Stuetz	DeMuro	Stelter
Vote	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes

The return of funds form for 2022 was reviewed. The Library does not have any funds to return.

Engel moved to adjourn at 7:44 PM, seconded by Sabatini. Motion carried unanimously. Meeting adjourned.

Respectfully submitted,
Bina Dugan, Secretary